

Program B: Management and Finance

Program Authorization: La. Constitution, Article IV, Sec. 12; R.S. 36:661-663; R.S. 18:18; R.S. 18:31; R.S. 18:422-426; R.S. 18:431-436; R.S. 531-536; R.S. 18:1301-1318; R.S. 13:1351- 1376; R.S. 18:1391-139; R.S. 18:1398; R.S. 18:1399; Voting Rights Act of 1965, as amended; LAC 31:I.Chapter 1; LAC 31:III.Chapters 7 and 9.

Program Description

The mission of the Management and Finance Program is to ensure the financial integrity of the Department and the Louisiana election system. The Management and Finance Program shall further maintain and account for the property of the Department of Elections and Registration and address the needs of its employee through the Human Resources Section.

The goals of the Management and Finance Program are: (1) to ensure that all financial functions of the Department are carried out in accordance with state and federal laws and in accordance with generally accepted accounting practices; (2) to ensure that Department's accounts payable are remitted timely and in amounts commiserate with appropriate billing procedures; (3) to ensure that Department's accounts' receivable are collected in a timely fashion; (4) to ensure that the Department has the necessary tangible resources to efficiently operate and fulfill the mission of the Department; (5) to address the human resource needs of the department's employees; and (6) to account for all property, facility or fleet purchased and maintained by this agency.

The management and Finance Program shall provide funding for the financial and administrative support functions to every program in the department and be responsible for the payment of expenses associated with holding elections in the State of Louisiana, including commissioners; commissioners-in-charge; deputy custodians, janitors, drayage of voting machines; precinct rentals; clerks of court's expenses; registrars of voters' expenses; and parish boards of election supervisors' expenses.

The management and Finance Division is responsible for accounting, fleet and facility management , human resource, property control and purchasing. The expenses of this activity are discretionary.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$684,420	\$990,462	\$990,462	\$1,011,402	\$903,158	(\$87,304)
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$684,420	\$990,462	\$990,462	\$1,011,402	\$903,158	(\$87,304)
EXPENDITURES & REQUEST:						
Salaries	\$507,000	\$639,176	\$668,991	\$685,716	\$624,140	(\$44,851)
Other Compensation	0	0	0	0	0	0
Related Benefits	89,638	120,138	125,438	127,854	90,000	(35,438)
Total Operating Expenses	40,820	94,169	76,754	78,853	71,790	(4,964)
Professional Services	0	0	0	0	0	0
Total Other Charges	46,498	118,979	118,979	118,979	117,228	(1,751)
Total Acq. & Major Repairs	464	18,000	300	0	0	(300)
TOTAL EXPENDITURES AND REQUEST	\$684,420	\$990,462	\$990,462	\$1,011,402	\$903,158	(\$87,304)
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	17	17	17	17	16	(1)
Unclassified	1	0	0	0	0	0
TOTAL	18	17	17	17	16	(1)

SOURCE OF FUNDING

This program is funded with State General Fund.

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$990,462	\$990,462	17	ACT 12 FISCAL YEAR 2001-2002
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$990,462	\$990,462	17	EXISTING OPERATING BUDGET - December 20, 2001
\$11,432	\$11,432	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$7,709	\$7,709	0	Classified State Employees Merit Increases for FY 2002-2003
(\$300)	(\$300)	0	Non-Recurring Acquisitions & Major Repairs
(\$2,951)	(\$2,951)	0	Legislative Auditor Fees
\$7,006	\$7,006	0	Salary Base Adjustment
(\$31,685)	(\$31,685)	0	Attrition Adjustment
(\$1,521)	(\$1,521)	0	Civil Service Fees
(\$46,782)	(\$46,782)	(1)	Gubernatorial Position Reduction
\$257	\$257	0	Funding for annualized building rental per contract for headquarter building.
(\$27,969)	(\$27,969)	0	Adjustment to Group Benefits from Existing Operating Budget to FY 2003
(\$2,500)	(\$2,500)	0	General Fund reduction for travel
\$903,158	\$903,158	16	TOTAL RECOMMENDED
(\$903,158)	(\$903,158)	(16)	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$0	0	BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE SUSPENSION OF EXEMPTIONS TO THE 1% SALES TAX BASE:
\$903,158	\$903,158	16	Funding provided for Management and Finance Program and sixteen (16) positions
\$903,158	\$903,158	16	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$903,158	\$903,158	16	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

This program does not have funding recommended for Professional Services for Fiscal Year 2002-2003.

OTHER CHARGES

\$51,222	Legislative Auditor Fees
\$1,200	OTM Fees
\$27,331	CPTP Fees
\$28,436	Uniform Payroll Services Fees
\$4,359	State Mail Fees
\$4,680	Capitol Security Fees
\$117,228	TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

This program does not have funding recommended for Acquisitions and Major Repairs for Fiscal Year 2002-2003.